

Instructions to obtain police clearance certificate (from abroad):

Bangladeshi citizen who requires a police certificate needs to submit the following documents to Police clearance one stop service room # 109 of the Dhaka Metropolitan Police Headquarters office located 36, Shahid Captain Monsur Ali Road, Ramna, Dhaka. The documents are:

1. A formal application addressing to the Police Commissioner in order to obtain the police certificate (the enclosed form).
2. Attested photo copies of your passport (attestation should be done by First Class Government gazette officer).
3. Fee receipt of BDT 500 per police certificate. This fee needs to be submitted as a bank draft at any branch of the Bangladesh Bank Sonali Bank. The code for the demand draft is 1-2201-0001-2681.
4. The permanent or present address mentioned on your passport should be located under the jurisdiction of the Dhaka Metropolitan area and you must reside on that address.
5. If you are residing outside of Bangladesh and you need to obtain a Bangladeshi Police certificate, then any relative or authorized person can submit your application on your behalf along with attested photo copies of your passport. The attestation should be done by the officials of the respected Bangladesh Embassy/Bangladesh High commission of the country where you are residing.
6. In case of Machine readable passports (MRPs), if your address is not mentioned on your passport, then you need to submit additional proof- for example, attested photocopies of your National ID card/Registered birth certificate/ Certificate from your Permanent Ward Councilor. The attestation should be done by First Class Government gazette officer.
7. Only applicants applying from "Spain" additionally need to submit three passport-sized photographs (attested) along with the above-mentioned documents. These documents must be submitted at the Departure Section # 3 of the Home Minister's office addressing "Secretary-Home Ministry".
8. After submitting the application and the required documents you or your authorized person will be primarily given a token with a serial number mentioning the date on which you can collect the police certificate. You or your authorized person needs to submit that token on the day of collecting the police certificate.
9. The Police clearance certificate will be issued after seven (07) days of submitting your application and the required documents.
10. Foreign Citizens residing or employed in Bangladesh/Foreign passport holders can also obtain Police clearance certificates by submitting the application and the required documents. They can either submit by themselves or any authorized person can submit them on their behalf.
11. If you are interested to receive your Police certificate via courier service, then you need to submit a service charge of BDT20. Your Police certificate will be delivered at your home.

If the address mentioned on your passport is outside Dhaka Metropolitan area, then you need to submit the above-mentioned documents along with an application addressing the Special Police Super under the jurisdiction of the district mentioned as your address. The application should be either Bengali or in English. All Police certificates will be in English and will be attested by the Foreign Ministry.

To,

The Police Commissioner
Dhaka Metropolitan Police
Dhaka

Subject: Application to obtain Police Clearance Certificate.

Sir,

I undersigned, most respectfully state that, I/We, _____
to travel abroad or to immigrate _____ need police clearance certificate.

Following is my/our detailed information according to my/our passport:

Name: _____

Father/Husband: _____

Address: _____

Passport number: _____ Issue Date: _____

Expire date: _____ Place: _____

I would request you to take appropriate action so that I can obtain the police clearance certificate.

Dated-

Yours Sincerely,

(_____)

Address:

Phone no.: _____

Attachment:

1. Attested copy of passport.
2. Original copy of the bank draft.